



RAMIM ISLAM

HR & Admin Officer

About Me

Professional with extensive experience in Real Estate Sales & Marketing, HR & Administration, Sales Operations, and Manpower Management. Strong leadership, communication, and organizational skills with a successful track record in team management, client handling, recruitment, and achieving business goals. Committed to excellence, productivity, and organizational growth.

+966501684060
+966571950951
@ramimislam825@gmail.com
Al Hamdaniyah, Jeddah Saudi Arabia.

EDUCATION

Honours

Uttara Town University.
Passing Year : 2020

HSC

BAF Shaheen College Dhaka.
Passing Year : 2015

SSC

Kurmitola High School & College.
Passing Year : 2013

TECHNICAL SKILLS

- ◆ CRM
- ◆ SLACK
- ◆ CHROME DEVTOOLS
- ◆ FIREFOX DEVELOPER TOOLS
- ◆ PRBT
- ◆ CIIM
- ◆ ERS
- ◆ Zoom

WORK EXPERIENCE

HR & Admin Officer. **Aug 2025 - Present**
Mahi Construction & Contracting Company.

- Responsible for managing HR and administrative functions including recruitment, manpower management, employee relations, payroll coordination, office administration, policy implementation, team supervision, and operational support to ensure smooth organizational performance and business growth.

PRODUCT & SALES ADVISOR. **Jan 2024 - July 2025**
Notun Thikana Properties Limited.

- Responsible for advising clients on real estate products, managing property sales, generating leads, conducting site visits, negotiating deals, and achieving sales targets while maintaining excellent customer relationships and market knowledge.

LANGUAGE

- ◆ **English**
- ◆ **Arabic (Little Bit)**
- ◆ **Bangla**
- ◆ **Hindi**
- ◆ **Urdu**

REFERENCES

Mamun Miha. (CEO)

Mahi Construction & Contracting Company.

Phone: +966545521659

Email : skmahamudullah26@gmail.com

MD. Mamun. (CEO)

Notun Thikana Properties Limited.

Phone: +8801682777229

Email : info@notunthikana.com

SENIOR EXECUTIVE OF MEDIA & MARKETING. Aug 2021 - July 2023

Rupayan City Uttara.

- Responsible for managing media and marketing activities including digital marketing, advertising campaigns, social media management, brand promotion, market research, public relations, and lead generation to support business growth and enhance company visibility.

CUSTOMER SERVICE REPRESENTATIVES.

OCT 2020 - FEB 2022

Digicon Technologies Limited - Telecommunication.

- Responsible for handling customer inquiries, resolving complaints, processing requests, maintaining customer satisfaction, and providing professional support through effective communication and service excellence.

Projects

- National Housing. KSA
- Red Sea Global. KSA
- Notun Thikana Properties Limited . BD
- Rupayan City Uttara. BD
- Digicon Technologies Limited . BD



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